



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: GROUNDSKEEPER

DEPARTMENT: PARKS/WEED

If you have any questions about this position vacancy please call: 406-758-5800

NUMBER OF POSITIONS OPEN: 1

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> REGULAR (YEAR ROUND POSITION)	STARTING WAGE:	<u>\$16.34</u>	<u>per hour</u>
<input type="checkbox"/> PART TIME	<input checked="" type="checkbox"/> SEASONAL	SALARY AT:		
		1 Year Step	<u>\$16.99</u>	<u>per hour</u>
		2 Year Step	<u>\$17.67</u>	<u>per hour</u>
		3 Year Step	<u>\$18.02</u>	<u>per hour</u>
	<input type="checkbox"/> TEMPORARY			

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

Additional information:

Full time seasonal - 3.5 months

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Groundskeeper	Job Code:	05100
Department:	Parks & Recreation	Pay Grade:	Std 16
Reports to:	Recreation Program Manager	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Parks and Recreation Department provides services to the community through maintained parks, trails, paths, facilities and recreational programs. The Recreation division of the Parks and Recreation department has established a reputation within the community for operating successful and well-attended sports leagues and tournaments for all ages. The primary goal of the department is to strengthen the community by providing recreational choices to enhance fun and healthy lifestyles, in a safe facility, and at an affordable cost.

Job Summary: Assists in various phases of the Parks & Recreation department's work load including mowing, general groundskeeping, Irrigation repair, semi-skilled maintenance and plumbing, and mechanical duties involving the use of use of ATVs, tractors, mowers, and County trucks. Work is performed with considerable technical independence and involves the ability to follow instructions and complete assignments.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Maintain County parkland and ballfields including grounds maintenance, landscaping, mowing, park building maintenance, playground equipment installation and maintenance, picnic area maintenance, and all other park amenity maintenance to ensure parks and ballfields are fully operational and safe for the enjoyment of the general public.
- Safely operate tractor with pull-behind drag and mower attachments.
- Operate, clean, and perform routine maintenance on tools and equipment such as tractor, riding and push mower, edger, weed eater, pick-up truck, ATV, simple tools, and other park and grounds maintenance tools.
- Mow lawns/outfields, weed eat, rake grass and leaves as assigned.
- Drag, line, water, drain, and maintain infields.
- Align fields; line and spray football field boundaries.
- Assist in operation, repair and maintenance of irrigation and sprinkler systems.
- Water alleyways; mow, clean, water, and maintain medians.
- Trim bushes, shrubs, hedges; prune trees.
- Sharpen mower blades; clean tools; perform routine maintenance on power equipment.
- Pick up trash and empty trash and recycling containers.
- Clean and stock bathrooms; mop and sweep facility floors.

- Remain current with required safety training.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to managing special projects, attending meetings, participating in training, etc.

Physical Demands and Working Conditions:

- Constant use of hands to handle or feel objects.
- Must lift light to heavy objects, materials and equipment weighing up to 100 pounds.
- Frequently required to sit, talk, drive, and hear.
- Operate gas, electrical, and diesel equipment.
- Work is subject to exposure to varying weather conditions of extreme hot and cold temperatures as well as varied and often unstable outdoor terrain in all weather.
- Work with power tools and various equipment that requires the use of protective clothing and equipment (e.g., gloves, dust masks, eye protection, etc.).
- This position requires a valid Montana driver's license and a safe driving record.
- This position is subject to non-DOT drug and alcohol testing as outlined in the Flathead County Personnel Policy and Procedures Manual.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

This job requires a thorough knowledge of: tools and equipment used in carpentry, painting, plumbing, mowing, trimming, and field maintenance; landscaping techniques and processes; safety regulations; proper radio procedures.

This job requires skill in the use of tractors, ATVs, mechanical equipment, the use of herbicide sprayers, and the use of County vehicles.

This job requires the ability to adhere to safety techniques and procedures at all times; use tools and recreation equipment skillfully and effectively; understand how to carry out oral and written instructions; establish and maintain cooperative relations with department staff and supervisors; obtain a valid Montana driver's license; comply with state and federal laws as well as County policies and procedures; deal with the public tactfully and respectfully.

Education and Experience:

This job requires one year of experience in general parks maintenance or groundskeeping; or any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities listed.

Action	Date	Reference
Adopted	01/08/96	Commissioners' Minutes
Revised	04/22/03	Commissioners' Minutes
Revised	9/20/06	Commissioners' Minutes grade change per salary survey recommendation
Revised	07/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	06/19/2017	Position Grade Changes Effective 7/1/2017 (FY18)
Revised	07/12/22	Commissioners' Minutes